

*Working for business*



PREVENTION. CARE. RECOVERY.

Te Kaporeihana Āwhina Hunga Whara

# Workplace Safety Discount Application

*For those with employees*



# What is the Workplace Safety Discount programme?



Workplace Safety Discount provides a framework for building successful and sustainable workplace health and safety practices.

A safe workplace is good for everyone. It can help you and your employees to avoid accidents and injuries. It can also help you to avoid the costs and negative impacts of an injury, such as employee absence, reduced productivity or an official investigation.

By completing the Workplace Safety Discount Audit Standard (pages 12-16) and attaching the supporting documents required, you will enable ACC to assess your knowledge of workplace hazards and the health and safety practices in your workplace.

If ACC agrees that you meet all the requirements of the audit, you will receive a 10% discount on your ACC work levy. The discount will apply for three tax years from 1 April in the year your application is accepted.

To find out how to apply for the Workplace Safety Discount, check out the information on page 9.

## What is the Workplace Safety Discount Audit Standard?

The Workplace Safety Discount Audit Standard is used by employers and by ACC-approved auditors to undertake audits of those wanting to apply for or retain Workplace Safety Discount.

The Workplace Safety Discount Audit Standard is made up of these five critical elements:

- 1** Commitment to health and safety management practices.
- 2** Hazard identification and management.
- 3** Incident and accident investigation.
- 4** Emergency management procedures.
- 5** Employee training in health and safety matters.

Each critical element contains two or three requirements.

# Getting started on your audit



We recommend that you read the Audit Standard Guidelines and glossary of terms to help you understand what is required to apply for the Workplace Safety Discount.

Work through each part of the Audit Standard section. If you think you meet a requirement, tick “yes” in the column provided. You will need to provide evidence that you meet the requirements by either:

- photocopying your documents and including them with your application form; or
- completing the template documents (see pages 18-21).

You need to meet **all** of the requirements to pass the audit.

If you don't meet the requirements, you can use the templates and Audit Standard Guidelines to help you take the necessary steps to apply for the Workplace Safety Discount.

---

Conformance with the Workplace Safety Discount Audit Standard set out in this document should not be relied on to satisfy compliance with any legal and other health and safety obligations of employers. It is the responsibility of the individual employer to be satisfied that legal and other obligations are met.

The following information explains the types of supporting document required. These can be separate or combined into one document. The numbers used in the guidelines correlate directly to the numbers in the Audit Standard.

## 1 COMMITMENT TO HEALTH AND SAFETY MANAGEMENT PRACTICES

1.1 A commitment to workplace health and safety is the foundation on which effective health and safety practices are built. This is the starting point for developing, implementing and reviewing health and safety practices.

**Supply: a document, policy, statement or sentence that confirms your commitment to health and safety and includes all the points outlined in the “Supporting document” column.**

1.2 A co-ordinated safe and early return to work is beneficial for the injured person and for their employer. You will need to show your commitment in a written statement.

**Supply: a document, policy, statement or sentence that confirms your commitment to working with employees if they are injured.**

## 2 HAZARD IDENTIFICATION AND MANAGEMENT

Identifying, assessing and controlling hazards is essential to creating a safe workplace. A systematic approach to this will help you to develop a safe working environment and keep you and your employees safe.

There are four steps you need to take to manage your workplace hazards effectively:

**Identify and record hazards** in your hazard register (or similar document).

**Assess** the hazards to determine if any of them are significant.

**Control** significant hazards by taking action to eliminate, isolate or minimise them.

**Review and monitor** significant hazards.

2.1 a Hazards can be identified in a number of ways. These may include:

- analysing individual tasks
- accident and near-miss reports and investigations
- observations of both the workplace and the people
- asking employees about hazards they have noticed.

**Supply: a written process or flowchart outlining how you identify hazards.**

2.2.a In New Zealand, a significant hazard is defined in the Health and Safety in Employment Act 1992. You will need to know this definition and use it to determine if any of your hazards are significant. You could write this definition at the bottom of Section 2 or in a written document.

**Supply: health and safety documents or a hazard register (or similar document).**

2.2.b You will need to show that you use the definition of a significant hazard when determining if any of your hazards are significant.

**Supply: a written process or flowchart.**

2.2.c It should be clear which hazards are significant. This may be by using an “S” for significant next to the hazard in a document or a tick in a “significant” box in the hazard register.

**Supply: a hazard register (or similar) that identifies significant hazards.**

2.3.a Where hazards have been identified as significant, appropriate controls must be put in place to manage the hazards. A written process is required to outline how controls are selected. It should include:

- the hierarchy of controls (eg: eliminate, isolate and minimise)
- the skill levels required for those identifying controls
- specialist information and resources available
- frequency of reviews for selected controls.

**Supply: a written document outlining how controls are selected.**

2.3.b You should show how each significant hazard has been eliminated, isolated or minimised. If you cannot eliminate a hazard you must control it by either isolating or minimising it. List the controls for each hazard you have identified. You must ensure there is ongoing monitoring and review of the effectiveness of those controls. The assigned responsibility for reviewing the controls and the hazards, and the timeframes for review, must be written down.

**Supply: a hazard register (or similar document) that clearly identifies hazards and shows the controls for each hazard.**

2.3.c Where significant hazards require the use of safety equipment or personal protective equipment (PPE), a documented process is required to confirm how this equipment is issued, used, renewed and maintained. This documented process may consider:

- the equipment required
- when it must be used
- any training required for those who need to use PPE
- the date on which equipment is issued
- the service or replacement timeframes
- how the equipment is stored and maintained.

**Supply: a written document, flowchart or similar.**

2.3.d To ensure that hazards are identified and managed appropriately, it is important that the person responsible for choosing the controls has received suitable training or has the experience and knowledge to carry out this function. You may have also used specialist advice or information.

**Supply: training records or evidence of experience or specialist advice or information.**

## 3 INCIDENT AND ACCIDENT INVESTIGATION

You need to have a system in place to report and record incidents and injuries. Depending on the severity of an incident or injury, an investigation may be required. Carrying out an investigation allows you to identify what contributed to the incident or injury and to take steps to prevent it happening again.

3.1.a A written process is required to outline the reporting and recording requirements for incidents and injuries. This should include:

- what needs to be reported
- when it needs to be reported
- who it is to be reported to
- how to access and complete any forms required
- how to notify WorkSafe New Zealand (WorkSafe NZ) of serious harm (eg: who is responsible for doing this, the method of notification and the legislative timeframes involved).

**Supply: a documented process.**

3.1.b Reporting forms should be readily available and accessible in the workplace and employees need to know where these forms are located and how to complete them.

**Supply: a template form or completed forms of accident investigations (if applicable) and any WorkSafe NZ notifications that have occurred in the past 24 months.**

3.1.c If you have more than one workplace, incidents and injuries should be recorded in a central document for analysis. Collating incident and injury information enables an employer to understand the scope of injury issues across their business, identify any trends and determine what injury prevention measures may be required.

**Supply: a documented process or collated information or injury prevention measures taken.**

3.2.a Any new hazards or issues with controls identified during an investigation should be included in the hazard management process.

**Supply: a written process of how corrective actions are identified and managed.**

3.2.b Investigations should include reviews of the hazards involved and the controls and management of any new hazards identified.

**Supply: a written process that explains how responsibilities, actions, timeframes and reviews of hazards and controls will be managed.**

## 4 EMERGENCY MANAGEMENT PROCEDURES

4.1.a You need to consider the emergency situations to which you and your employees may be exposed. These may include:

- fire
- natural disasters (eg: earthquake)

- man-made emergencies including robberies, chemical spills and gas leaks (depending on the type of work you do).

**Supply: a list of possible emergency situations.**

4.1.b Each potential emergency is required to have a response plan in place. A different response is likely to be required for each type of emergency; for example, the response to a fire versus the response to a chemical spill. Emergency plans should consider:

- emergency service requirements
- emergency exits and assembly points
- communication requirements, including equipment, contact numbers etc.

**Supply: written emergency responses for the emergency situations identified in 4.1.a.**

4.2.a You need to demonstrate that at least one of your emergency drills is carried out at least every six months. This will ensure that you and your employees know how to respond in an emergency situation.

**Supply: records of emergency drills or minutes of meetings.**

## 5 EMPLOYEE TRAINING IN HEALTH AND SAFETY MATTERS

The provision of relevant training, information and supervision will help to ensure that employees are able to undertake their roles safely.

5.1.a Induction training needs to be undertaken with employees so that they are aware of your health and safety requirements, the hazards in your workplace, incident and reporting requirements, emergency procedures and any job-specific information that is required.

**Supply: an induction training plan, process documents, flowchart, checklist or induction records.**

5.1.b The induction training needs to be signed by employees to confirm that it has been provided.

**Supply: an induction training plan and signed training documents.**

5.2.a In addition to training on general workplace health and safety requirements, other specific health and safety training may be required for specific roles, tasks or areas of work; for example, training to handle chemicals or use specialised vehicles or equipment safely.

**Supply: training plans or a needs analysis, flowcharts, written documents, training matrix, LULU chart or similar.**

5.3.a It is important that only appropriately qualified and experienced people supervise and provide training to employees. You should consider:

- what are the skills and competencies required to supervise or provide training on a particular task?
- how can the experience and skills of the person providing the training be assessed?

**Supply: a written document, certificates, statement, flowchart or training matrix.**

**Please note that the definitions used for the purpose of Workplace Safety Discount may differ in some respects from similar definitions used in other contexts.**

## APPROPRIATE EXPERIENCE

Must include at least 12 months of experience in implementing health and safety procedures relevant to the current workplace and industry, including:

- (a) hazard identification and management
- (b) incident investigation
- (c) employee training in health and safety matters
- (d) emergency management procedures.

## EMPLOYEE

Any person of any age employed by an employer. An employee is a person who does any work (other than residential work) for hire or reward under a contract of service and, in relation to any employer, means an employee of the employer.

## EVIDENCE OF YOUR EXPERIENCE

Could include:

- (a) a certificate (or similar document) that shows the person has successfully completed a relevant training course; or
- (b) a document that shows:
  - (i) the person has been involved in maintaining a health and safety management system in a New Zealand workplace;
  - (ii) the nature and extent of that person's involvement;
  - (iii) the period of that person's involvement; or
- (c) a written health and safety management plan that the person has implemented.

## FULL-TIME EQUIVALENT EMPLOYEE

An employee who works an average of at least 30 hours per week.

## HAZARD

Something that has the potential to cause harm.

As defined by the Health and Safety in Employment Act 1992, a hazard is an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm, and includes:

- (a) a situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person;
- (b) without limitation, a situation described in subparagraph (a) resulting from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour.

## INCIDENT

Any unplanned event resulting in, or having a potential for, injury, ill health, damage or other loss.

## POLICY

A written statement that clearly outlines an organisation's principles, objectives or view.

## PROCESS

A documented series of steps that provides an overview about a particular activity. It should detail what and how it is to be done, who should do it, and under what circumstances.

## SIGNIFICANT HAZARD

A hazard that has the potential to cause serious harm.

As defined by the Health and Safety in Employment Act 1992, "significant hazard" means a hazard that is an actual or potential cause or source of:

- (a) serious harm; or
- (b) harm (being harm that is more than trivial), the severity of whose effects on any person depends (entirely or among other things) on the extent of the frequency of the person's exposure to the hazard; or
- (c) harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.

## SYSTEM

An established or organised method, plan, process or set of actions about how to do something.

## WORKPLACE

A place where any person works or customarily works, including temporarily works, for gain or reward; and, in relation to an employee, includes a place, or part of a place, under the control of the employer (excluding domestic accommodation provided for the employee):

- (a) where the employee comes or may come to eat, rest or get first-aid or pay; or
- (b) where the employee comes or may come as part of the employee's duties to report in or out, get instructions or deliver goods or vehicles; or
- (c) through which the employee may or must pass to reach a place of work.



# Applying for Workplace Safety Discount



## WHO CAN APPLY?

You can apply for the Workplace Safety Discount if you are an employer and you meet all of the following criteria:

1. Your total annual payroll is \$550,000 (or less) OR you employ no more than 10 full-time equivalent employees.
2. You or your employee responsible for workplace health and safety practices have completed a training course, or can show appropriate experience or skills, in the following:
  - Hazard identification and management.
  - Incident and accident investigation.
  - Emergency management procedures.
  - Employee training in health and safety matters.
3. You agree to a possible on-site audit of your health and safety practices by an ACC-approved auditor.
4. You agree to complete an annual declaration to confirm that your health and safety practices remain in place.

If you meet all four of the criteria above, you can apply for the Workplace Safety Discount.

### NEED MORE INFORMATION?

Please refer to the ACC website [www.acc.co.nz/wsd](http://www.acc.co.nz/wsd) or contact our Business Service Centre:

Freephone: 0800 222 776  
Email: [wsd-enquiries@acc.co.nz](mailto:wsd-enquiries@acc.co.nz)

## HOW DO I APPLY?

To apply for the Workplace Safety Discount, all you have to do is:

1. Complete the application form on page 11.
2. Audit yourself using the Workplace Safety Discount Audit Standard on pages 12-16.
3. Complete and sign the declaration on page 17.
4. Provide documents to show that you meet the requirements of the Workplace Safety Discount Audit Standard.
5. Post or email your application, the completed audit and copies of the supporting documents or information to:

ACC  
Freepost 264  
PO Box 242  
Wellington 6140

Or [wsd-enquiries@acc.co.nz](mailto:wsd-enquiries@acc.co.nz)

## WHAT HAPPENS NEXT?

Once we've received your completed application, audit and documents, we'll assess them and let you know if:

1. Your application has been accepted, you have passed the audit and you have been given the 10% discount; or
2. We need more information about your health and safety practices to process your application; or
3. You've been selected to have an on-site audit of your health and safety practices verified by an ACC-approved auditor.

If you qualify for the Workplace Safety Discount, it will be applied to your work levy from 1 April of the current tax year.

# Pre-application checklist



**This is a checklist for your personal use; please do not send it in with your application.**

## COMPLETE THE FOLLOWING TO IDENTIFY WHAT DOCUMENTS YOU HAVE AND THE ONES YOU NEED TO CREATE.

One of the requirements of good workplace health and safety practices is to have policies and procedures in place. Regardless of the size of your business you should be aware of the hazards in your workplace.

To assist you in completing the Workplace Safety Discount Audit Standard, we ask you to check which documents you have and which ones you need to create (we have included some templates on pages 18-21 to help if you need to create these).

	HAVE	NEED TO CREATE/OBTAIN
1. I have a document that demonstrates my workplace health and safety experience (eg: a training certificate, testimonial letter or health and safety plan).	<input type="radio"/>	<input type="radio"/>
2. I have a statement documenting my commitment to workplace health and safety.	<input type="radio"/>	<input type="radio"/>
3. I have documented my commitment to support the safe and early return to work of my injured employees.	<input type="radio"/>	<input type="radio"/>
4. I have a document that identifies which workplace hazards are significant and how these are controlled.	<input type="radio"/>	<input type="radio"/>
5. I have a document that records workplace accidents, incidents and injuries.	<input type="radio"/>	<input type="radio"/>
6. Following an investigation of an accident/incident (if applicable), if an existing hazard requires new controls or a new hazard is identified, it is documented and controls are put in place.	<input type="radio"/>	<input type="radio"/>
7. I have a document that identifies all potential emergency situations and the appropriate responses to these.	<input type="radio"/>	<input type="radio"/>
8. I have a document that demonstrates that I have emergency drills at least every six months.	<input type="radio"/>	<input type="radio"/>
9. I have a document that identifies the health and safety training for my employees.	<input type="radio"/>	<input type="radio"/>
10. I have an individual training document for each employee and these are updated regularly.	<input type="radio"/>	<input type="radio"/>

# Application form



## BUSINESS DETAILS

Name of business \_\_\_\_\_

Legal name of business \_\_\_\_\_

Type of business \_\_\_\_\_

Industry \_\_\_\_\_

Contact person \_\_\_\_\_

Position \_\_\_\_\_

Postal address PO Box \_\_\_\_\_

Street \_\_\_\_\_

Suburb \_\_\_\_\_ City \_\_\_\_\_ Postcode \_\_\_\_\_

Contact phone numbers Business \_\_\_\_\_ Mobile \_\_\_\_\_

Email address \_\_\_\_\_

Preferred contact method Email  Phone  Letter

## ACC NUMBERS

Please list the ACC number(s) related to the above business for which you pay levies. We are only able to apply the discount to the ACC numbers you provide on this application. You must tell us if you change any Inland Revenue numbers as this will also change your ACC numbers.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## WORKSITE DETAILS

Please provide below details of your worksite(s).

Physical address	Individual activity/business activity	Number of employees*		
		Full-time	Part-time	Casual/Seasonal

\*This does not include partners, shareholders or directors.

**Personal information will be kept secure:** If you provide personal information on and with this form, ACC will keep that personal information secure and will only use this information in relation to your cover, levies or claims. **Further information:** If you want to check personal information that we have about you, you can contact us on: Phone: (04) 918 7700 Email: information@acc.co.nz

Send this page with your application

# 1

## Audit Standard

### Commitment to health and safety management practices



- **OBJECTIVE: YOU ARE ABLE TO DEMONSTRATE A COMMITMENT TO ALL AREAS OF HEALTH AND SAFETY MANAGEMENT IN THE WORKPLACE.**

WHAT IS REQUIRED?	SUPPORTING DOCUMENT	THIS SECTION CONFIRMS THAT YOU HAVE MET WHAT IS REQUIRED AND ATTACHED A DOCUMENT. PLEASE TICK TO CONFIRM.
<p>1. There is a documented health and safety policy that:</p> <ul style="list-style-type: none"> <li>• is authorised by the senior person in the business</li> <li>• incorporates a commitment to comply with relevant legislation, regulations, codes of practice and safe operating procedures</li> <li>• has a specific understanding of management and individual responsibilities for health and safety</li> <li>• incorporates a management commitment to accurate reporting and recording of workplace incidents and injuries.</li> </ul>	<p>A policy document/statement that includes:</p> <ul style="list-style-type: none"> <li>• a commitment to comply with relevant legislation</li> <li>• management and individual responsibility for workplace health and safety</li> <li>• a specific statement requiring accurate reporting and recording</li> <li>• appropriate signature and date.</li> </ul>	<p>I am committed to health and safety in my workplace and have attached a document (or completed a statement below) that demonstrates this.</p> <p><input type="radio"/> Yes</p>
<p>2. There is a documented commitment to support the safe and early return to work of injured employees.</p>	<p>A health and safety document that includes a statement of commitment.</p>	<p>I am committed to support the safe and early return to work of injured employees and have attached a document (or completed a statement below) that demonstrates this.</p> <p><input type="radio"/> Yes</p>

**IF YOU HAVE ATTACHED THE ABOVE DOCUMENTS, DO NOT COMPLETE THE SECTION BELOW.**

1. Commitment to health and safety.

2. Commitment to support the safe and early return to work of my injured employees.

Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have not ticked "yes" you will need to take steps to meet the requirement before you can apply for the Workplace Safety Discount.

Send this page with your application

# 2

## Audit Standard

### Hazard identification and management



**OBJECTIVE: YOU HAVE A STEP-BY-STEP (SYSTEMATIC) APPROACH THAT DEALS WITH HAZARDS.**

WHAT IS REQUIRED?	SUPPORTING DOCUMENT	THIS SECTION CONFIRMS THAT YOU HAVE MET WHAT IS REQUIRED AND ATTACHED A DOCUMENT. PLEASE TICK TO CONFIRM.
1. There is a step-by-step, documented process to identify and record the actual and potential hazards in the workplace.	a. A document that covers an understanding of the range of hazards (this may include work organisation, job design and hazards facing employees working off-site).	<p>I have a written document that explains how I will identify and record my actual and potential workplace hazards.</p> <p>I have prepared a hazard register (or similar document) that shows I have identified and recorded my hazards.</p> <p>These documents are attached.</p> <p><input type="radio"/> Yes</p>
2. There is a process to assess identified hazards to determine which hazards are significant according to the definition in the Health and Safety in Employment Act 1992.	<p>a. A documented definition of significant hazard.</p> <p>b. A documented process to demonstrate the identification of significant hazards and evidence of the implementation of this process.</p> <p>c. A hazard register (or similar document) that identifies which hazards are significant.</p>	<p>I have a documented definition of significant hazard (or have completed this below) and have attached a hazard register (or similar document) that shows I have identified which hazards are significant.</p> <p><input type="radio"/> Yes</p>
3. There are appropriate controls in place for each significant hazard based on the hierarchy in the Health and Safety in Employment Act to: (i) eliminate the hazard completely; or (ii) isolate the hazard to prevent exposure to that particular hazard; or (iii) minimise the impact of the hazard and protect employees.	<p>a. A documented process for developing appropriate controls.</p> <p>b. Details of controls developed for significant hazards.</p> <p>c. A documented process for the issue, renewal and maintenance of safety equipment related to significant hazards, including personal protective equipment.</p> <p>d. Evidence that controls developed for significant hazards are based on appropriate documentation or advice (where applicable).</p>	<p>I have attached a written process that shows how I develop controls for significant hazards. I have also attached a hazard register (or similar document) that demonstrates appropriate controls for significant hazards.</p> <p><input type="radio"/> Yes</p> <p>I have attached a document that demonstrates how safety equipment is issued, renewed and maintained.</p> <p><input type="radio"/> Yes      <input type="radio"/> n/a</p> <p>I have attached evidence that controls developed for significant hazards are based on appropriate information.</p> <p><input type="radio"/> Yes      <input type="radio"/> n/a</p>

**IF YOU HAVE ATTACHED THE ABOVE DOCUMENT, DO NOT COMPLETE THE SECTION BELOW.**

Significant hazard as defined by the Health and Safety in Employment Act 1992 is:

If you have not ticked "yes" you will need to take steps to meet the requirement before you can apply for the Workplace Safety Discount.

Send this page with your application

# 3

## Audit Standard

### Incident and accident investigation



- **OBJECTIVE: YOU HAVE REPORTING, RECORDING AND INVESTIGATION SYSTEMS IN PLACE FOR INCIDENTS AND INJURIES AND YOU TAKE ACTION TO ADDRESS THESE.**

WHAT IS REQUIRED?	SUPPORTING DOCUMENT	THIS SECTION CONFIRMS THAT YOU HAVE MET WHAT IS REQUIRED AND ATTACHED A DOCUMENT. PLEASE TICK TO CONFIRM.
<p>1. There is a system for reporting, recording and analysing incidents, injuries and work-related illnesses.</p>	<p>a. A documented process.</p> <p>b. An accident reporting and investigation form (or similar).</p> <p>c. Collation of all accident investigation forms (or similar documents) into a central record for analysis.</p>	<p>I have a written process that explains how I will report, record and analyse incidents, injuries and work-related illnesses and this document is attached.</p> <p><input type="radio"/> Yes</p> <p>I have reported, recorded and analysed incidents and injuries and have attached an accident reporting and investigation form (or similar document) that demonstrates this.</p> <p>Please note: if you have not had an incident please attach the template document(s) you would use.</p> <p><input type="radio"/> Yes</p> <p>I can confirm that all accident reporting and investigation forms (or similar documents) are kept centrally for analysis.</p> <p><input type="radio"/> Yes      <input type="radio"/> n/a</p>
<p>2. There is a documented process to ensure that corrective actions are taken in relation to any deficiencies identified during an investigation.</p>	<p>a. A documented process for corrective actions to take when deficiencies have been identified in an investigation.</p> <p>b. Feedback on hazard management included in the process.</p>	<p>I have a written process for corrective actions when deficiencies have been identified in an investigation. I have also included how I will review the hazards and controls. A document(s) is attached that demonstrates this.</p> <p><input type="radio"/> Yes</p>

If you have not ticked "yes" you will need to take steps to meet the requirement before you can apply for the Workplace Safety Discount.

Send this page with your application

# 4

## Audit Standard

### Emergency management procedures



- **OBJECTIVE: YOU HAVE AN EFFECTIVE EMERGENCY PLAN TO MANAGE EMERGENCIES LIKELY TO OCCUR WITHIN ANY PART OF YOUR BUSINESS'S OPERATION.**

WHAT IS REQUIRED?	SUPPORTING DOCUMENT	THIS SECTION CONFIRMS THAT YOU HAVE MET WHAT IS REQUIRED AND ATTACHED A DOCUMENT. PLEASE TICK TO CONFIRM.
1. There is a documented emergency plan that identifies potential emergency situations and meets relevant emergency service requirements.	<p>a. Documented evidence of the identification of the range of potential emergency situations in the workplace that considers the type and location of the employer (eg: chemical spills, earthquakes, fires).</p> <p>b. An emergency plan that includes the appropriate response required for the identified emergency situations.</p>	<p>I have a written process for corrective action when deficiencies have been identified in an investigation. I have also included how I will review the hazards and controls. A document(s) is attached that demonstrates this.</p> <p><input type="radio"/> Yes</p>
2. There is testing of emergency procedures at regular intervals of no more than six months apart.	<p>a. Documented evidence of emergency drills carried out in the past 12 months.</p>	<p>I complete an emergency drill at least every six months and have attached a document that demonstrates this.</p> <p><input type="radio"/> Yes</p>

### ● EMERGENCY EXAMPLES

#### Evacuation procedures

1. Follow instructions.
2. Walk to the nearest exit.
3. Keep together with the nearest people around you.
4. Use the stairs (not the lift).
5. Do not go back to collect personal items.
6. Meet at the assembly area.

**Do not leave the assembly area until you have been given the all-clear.**

#### Fire

##### If you discover a fire:

1. Activate the alarm and dial 111.
2. Alert people in your area.
3. Do not extinguish the fire unless there is no personal danger to you or anyone else.
4. If time permits and there is no danger, close all doors and windows.
5. After evacuation meet at the assembly point in teams.

##### If you hear an alarm sound:

1. Walk quickly to your nearest exit.
2. Do not stop to take personal items with you.
3. Meet at the assembly area.

**Do not leave the assembly area until you have been given the all-clear.**

If you have not ticked "yes" you will need to take steps to meet the requirement before you can apply for the Workplace Safety Discount.

Send this page with your application

# 5

## Audit Standard

### Employee training in health and safety matters



**OBJECTIVE: ALL EMPLOYEES ARE TRAINED AND INFORMED OF THEIR OWN RESPONSIBILITIES AND OF YOUR RESPONSIBILITIES FOR HEALTH AND SAFETY IN THE WORKPLACE.**

WHAT IS REQUIRED?	SUPPORTING DOCUMENT	THIS SECTION CONFIRMS THAT YOU HAVE MET WHAT IS REQUIRED AND ATTACHED A DOCUMENT. PLEASE TICK TO CONFIRM.
1. There is appropriate health and safety induction training for new employees and employees transferring to new environments, roles or tasks.	<p><b>a.</b> Documented evidence of employee health and safety induction training that includes a consideration of the following needs (where appropriate):</p> <ul style="list-style-type: none"> <li>• Hazard identification and management.</li> <li>• Incident and accident investigation.</li> <li>• Emergency management procedures.</li> <li>• Employer and employee responsibilities.</li> <li>• Use and maintenance of health and safety equipment including personal protective equipment.</li> </ul> <p><b>b.</b> A signed employee induction training record (or similar individual verification).</p>	<p>I have attached recent induction training plans for new employees and employees transferring to new environments, roles or tasks.</p> <p>Or</p> <p>I have not had new employees so I have attached the plan(s) I would use.</p> <p><input type="radio"/> Yes</p> <p>I have attached a recent induction and training plan(s) that have been signed by the employee(s).</p> <p><input type="radio"/> Yes      <input type="radio"/> n/a</p>
2. There is identification of health and safety training needs in relation to hazards associated with specific roles, tasks and areas of work.	<p><b>a.</b> A document to identify training needs for specific roles, tasks and areas of work.</p>	<p>I have attached a document(s) that demonstrates employee training needs.</p> <p><input type="radio"/> Yes</p>
3. There is documented evidence that supervision for employees is provided by experienced and skilled employees to ensure that employee newness to tasks or roles does not endanger them or others.	<p><b>a.</b> A documented process that requires assessments of relevant experience and skills for the supervision of employees undergoing on-the-job training.</p>	<p>I have attached a document (or completed a statement below) to confirm that training is/will be provided by a skilled person.</p> <p><input type="radio"/> Yes</p>

**IF YOU HAVE ATTACHED THE ABOVE DOCUMENT, DO NOT COMPLETE THE STATEMENT BELOW.**

3. Commitment to training that is provided by a skilled person:

  
  
  
  
  
  
  
  
  
  

Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have not ticked "yes" you will need to take steps to meet the requirement before you can apply for the Workplace Safety Discount.



# Declaration



## DECLARATION

This declaration must be made by a person who is currently working in the business and is responsible for health and safety practices.

**I declare** that I am responsible for all the health and safety management practices in this business, and:

- the business named in this application is eligible for the Workplace Safety Discount
- I have completed the Audit Standard on pages 12-16 and believe that the health and safety management practices of this business meet the required standard of the programme
- I acknowledge that only the ACC number(s) listed will be eligible to receive the Workplace Safety Discount
- I have attached all the following documents to support my Audit Standard answers on pages 12-16:
  - Evidence of training or appropriate experience\*
  - Safety commitment statement or policy
  - Hazard register (or similar document)
  - Emergency plan
  - Accident investigation form
  - Training and induction plan
- all the information provided in this application is complete and accurate.

**I declare** that I have authorisation to sign legal agreements on behalf of the business named on page 11:

- Yes
- No (Please have an authorised signatory sign below in addition to your signature)

Name \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

I confirm that the above person has been authorised to complete this application on behalf of the business.

Name \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

\*Please see glossary of terms



## ACCIDENT INVESTIGATION

PARTICULARS OF ACCIDENT						
Day of the accident (mark)	Time	Location	Date reported			
THE INJURED PERSON						
Name		Address				
Age	Phone number					
Date of accident		Length of employment – at plant                      on job				
<b>Type of Injury</b>	<input type="checkbox"/> Bruising	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Other (specify)	Injured part of body		
<input type="checkbox"/> Strain/sprain	<input type="checkbox"/> Scratch/abrasion	<input type="checkbox"/> Internal				
<input type="checkbox"/> Fracture	<input type="checkbox"/> Amputation	<input type="checkbox"/> Foreign Body	Remarks			
<input type="checkbox"/> Laceration/cut	<input type="checkbox"/> Burn scald	<input type="checkbox"/> Chemical reaction				
DAMAGED PROPERTY						
<b>Property/material damaged</b>		<b>Nature of damage</b>				
		<b>Object/substance inflicting damage</b>				
THE ACCIDENT						
<b>Description:</b> Describe what happened (use another sheet for diagram - essential for all vehicle accidents)						
<b>Analysis:</b> What were the causes of the accident? Consider all the contributing factors.						
<b>HOW BAD COULD IT HAVE BEEN?</b>		<b>WHAT ARE THE CHANCES OF IT HAPPENING AGAIN?</b>				
<input type="checkbox"/> Very Serious <input type="checkbox"/> Serious <input type="checkbox"/> Minor		<input type="checkbox"/> Minor <input type="checkbox"/> Occasional <input type="checkbox"/> Often				
<b>Prevention</b>						
<b>What action has or will be taken to prevent a recurrence?</b> Tick items already actioned. Use another sheet if required				✓	<b>By whom</b>	<b>By when</b>
TREATMENT AND INVESTIGATION OF ACCIDENT						
Type of treatment given		Name of person giving first aid		Doctor/Hospital		
Accident investigated by		Date	WorkSafe NZ advised Yes / No		Date	

# Emergency procedure templates



Empty rounded rectangular box for emergency procedure template content.

Empty rounded rectangular box for emergency procedure template content.

Empty rounded rectangular box for emergency procedure template content.

Empty rounded rectangular box for emergency procedure template content.





Te Kaporeihana Āwhina Hunga Whara

[www.acc.co.nz](http://www.acc.co.nz)  
0800 222 776